



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTANT TRAINEE

\$3,240 - \$3,751

ACCOUNTING SERVICES BUREAU SACRAMENTO

RESPONSIBILITIES: Under the close supervision of the Accounting Administrator I (Supervisor), the incumbent as a learner, performs professional accounting duties in the maintenance and reporting of financial records for specialized agency activities for the Tax and Securities Section while receiving training and to gradually perform the average difficulty accounting work in a training capacity. Duties include: monitors timely filing and processing of simple insurance companies tax returns and payments, i.e. monthly, quarterly, annual payments of surplus line tax, premium tax, Ocean Marine, retaliatory tax, Home and Title insurance tax. Analyze company tax records for possible non-payment and erroneous tax payment. Assists in auditing the simple insurance tax returns for accuracy and compliance with the Revenue and Taxation Code and California Insurance Code. Assists in generating reports to prepare and calculate tax penalty and interest assessments on delinquent payments and non-use of EFT for surplus line brokers and insurers. Assists in preparing assessment letters to companies with delinquent payments and non-use of EFT within 30 days after the payment due date. Assists in analyzing the reported tax payments, identifying and resolving discrepancies between CDI tax payment records and SCO.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Have excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accountant Trainee level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accountant Trainee #192-4179-015" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: April 25, 2013 – Close of Business (5:00 p.m.)

04/15/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.



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NOTE:

Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

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